

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 19, 1980

ALL-COUNTY INFORMATION NOTICE I-88-80

• TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: UTILIZATION OF CETA PROGRAM OPPORTUNITIES

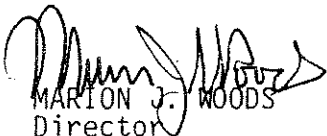
REFERENCE: ALL COUNTY INFORMATION NOTICE I-46-79

During the past three years there have been major efforts at both the State and local level to increase the degree to which CETA programs serve public assistance recipients. I am pleased to advise you that the level of service has significantly risen from a low of 17% of CETA enrollments in 1977 to 51% for the quarter ending December 31, 1979. It is now important that we concentrate on retaining this higher level of service to recipients and potential recipients.

In efforts to coordinate the planning and delivery of social services and employment programs, I have recently signed a Memorandum of Understanding (MOU) between SDSS and the California Employment and Training Advisory Council (CETAC) of which I am a member. A copy of this MOU is attached. I am aware that many county welfare departments have also developed MOU's with local Prime Sponsors and have become members of their planning councils. If you have not already done so, I encourage you to develop similar agreements and to insure membership on the local CETA planning council. I would like to receive by September 29, 1980 copies of any MOU's which you have signed with your Prime Sponsor.

During the past two years, I have made available the assistance of my office to help improve your linkages with the CETA program. This will continue to be available during the next year. If you desire to utilize these resources, please contact my Special Assistant, Ronald Teel, (1-916-322-9701).

Sincerely,

  
MARION J. WOODS  
Director

Attachments

cc: CWDA

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CALIFORNIA EMPLOYMENT AND TRAINING ADVISORY COUNCIL  
AND  
THE DEPARTMENT OF SOCIAL SERVICES

Legal Authority

The California Employment and Training Advisory Council (CETAC) is the State's Manpower Services Council mandated under the Comprehensive Employment and Training Act of 1973 (PL 93-203) as amended in 1978. Members of the Council are appointed by the Governor and serve as an advisory body to him on manpower and related services provided by the State and units of local government. This includes the coordination of the efforts of Prime Sponsors and State agencies in the delivery of manpower services.

The Department of Social Services (DSS) is mandated by Section 10603 of the Welfare and Institutions Code as amended July 1, 1978, to advise public officers regarding the administration of public social services by public agencies throughout the State, and shall supervise the administration of state public social services, except health care services and medical assistance, to all persons receiving or eligible to receive such state public social services. It shall also supervise the expenditure of any funds for Indian relief which may be granted to the State by the federal government.

Background

The California Employment and Training Advisory Council is responsible for:

1. Promoting the coordination of all manpower and manpower related services provided by State and local agencies to eliminate duplication and overlapping of programs and to ensure cooperation with Prime Sponsors.
2. Participating in the development of the Governor's coordination and special services plan.
3. The review and analysis of State plans and Prime Sponsor Grants to ensure coordination of effort and utilization of resources.
4. Recommending to the Governor, local Prime Sponsors and the general public ways to improve the coordination and effectiveness of the State's manpower programs.

The Department of Social Services (DSS) manages California's public assistance and social services Programs. DSS supervises county administration of the Federal Food Stamp, Aid to Families with Dependent Children (AFDC), and Title XX Social Services programs, including the supportive services provisions of the Work Incentive (WIN) program; monitors Federal administration of the

Supplemental Security Income/State Supplementary Programs (SSI/SSP); administers Disability Evaluation and Community Care Licensing. Pertinent to this Memorandum of Understanding are the DSS supervisory responsibilities over the county-administered Food Stamp, Aid to Families with Dependent Children (AFDC), WIN and Social Services (Title XX) Programs.

### Statement of Purpose

The development of California's human resources is an essential element to the continued social and economic growth of all areas of the State, both rural and urban. To maximize services for the full development and maintenance of California's human resources, such services should be coordinated with other existing services to provide for the physical, social, and economic development of the State or any region within the State.

Acknowledging the need for offering employment as an alternative to welfare, reducing dependency on welfare, the efficient and effective use of public monies, and the coordination in carrying out the responsibilities for which each is charged, the California Department of Social Services and California Employment and Training Advisory Council enter into this Memorandum of Understanding as the foundation for an enduring, cooperative working relationship.

### Objectives

It is mutually agreed that:

1. DSS and CETAC will exchange information related to their mutual needs.
  - a. DSS will, for the purpose of receiving comment, provide CETAC and appropriate Prime Sponsors with copies of demonstration project requests which are designed to assist welfare recipients or potential recipients to obtain or retain employment.
  - b. CETAC will share with DSS information available to the Council on demonstration projects funded by Prime Sponsors and the State CETA Office designed to assist welfare recipients or potential recipients to obtain or obtain employment.
  - c. CETAC will, for the purpose of receiving comment, provide DSS with a summary of programs or services designed specifically for public assistance recipients, as delineated in Prime Sponsor Annual Plans submitted to CETAC.
  - d. DSS and CETAC will exchange, for the purpose of coordinating planning for varying fiscal years, information on the schedule and time of planning activities.

2. DSS and CETAC will encourage Prime Sponsors and local welfare departments to exchange information related to their mutual on-going programs.
  - a. DSS will encourage local welfare agencies to keep Prime Sponsors informed of WIN, Food Stamps, income maintenance, and supportive services available to CETA participants receiving or eligible for welfare assistance.
  - b. CETAC will encourage Prime Sponsors to keep local welfare agencies informed of training and job opportunities in their local CETA programs.
  - c. DSS will provide local welfare agencies with the level of CETA services to welfare recipients in each Prime Sponsor area.
  - d. DSS will encourage local welfare agencies to establish regularly scheduled meetings with local CETA staff and local program agents to discuss mutual problems in the welfare clients referral process and current status of mutual cases.
3. DSS will provide support services to local welfare agencies for the purpose of facilitating welfare recipient enrollment into the CETA program.
4. CETAC will provide DSS with information on the planned level of service to welfare recipients (if available from the Prime Sponsor Annual Plan) as well as the actual levels of enrollment for all Prime Sponsors.
  - a. CETAC will share the above information with Prime Sponsors and will offer assistance to promote coordination.
  - b. DSS will share the above information with local welfare agencies and, if there is an apparent underenrollment of welfare recipients in a local CETA program will offer technical assistance to help identify and alleviate the problem.
5. DSS and CETAC will encourage Prime Sponsors, EDD, and local welfare agencies to develop joint demonstration projects at the local level and will provide technical assistance when requested.
6. DSS and CETAC will encourage Prime Sponsors, EDD and local welfare agencies to develop systems (such as a colocation of staff or facilities, sequential intake and referral, agreements for priority referrals and hiring) for the coordination of CETA and welfare services.
7. DSS and CETAC will encourage Prime Sponsors and local welfare agencies to develop similar Memoranda.
8. CETAC and DSS will jointly sponsor information sharing sessions and/or workshops for Prime Sponsors and local welfare agencies, as requested, to help insure effective coordination in providing services to welfare recipients.

9. DSS and CETAC will encourage Prime Sponsors and local welfare agencies to establish liaisons in their respective agencies. To the extent administratively possible, the number of contact persons should be minimized.
10. DSS and CETAC will appoint a liaison in their respective agencies for the purpose of implementing this Memorandum of Understanding.
11. Upon request of the Council, reports will be presented to CETAC on the status of activities included in this Memorandum of Understanding.
12. This Memorandum may be amended by mutual agreement of both parties.

DEPARTMENT OF SOCIAL SERVICES

By: Marian J. Wade  
Director

Date: April 11, 1980

CALIFORNIA EMPLOYMENT AND TRAINING ADVISORY COUNCIL

By: Glenn Mcintosh  
Vice Chairwoman

Date: 6-8-80